

PACKET
Information Technology Committee Meeting
Tuesday, October 6, 2020 – 5:30 p.m.
Administration Building | 1st Floor | Room# 1H & 1I
127 East Oak Street, Juneau, Wisconsin 53039

MINUTES
Information Technology
Tuesday, September 1, 2020

Minutes of the September 1, 2020 Information Technology meeting held in the Dodge County Administration Building, in Room# 1I & 1H First Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:30 PM

Meeting called to order at 5:30 p.m. by Committee Chair Guckenberger

Roll Call:

Members Present: David Guckenberger (*in-person*), Kevin Burnett (*in-person*), Tim Kemmel (*in-person*), Robert Boelk (*in-person*), Donna Maly (*phone*)

Members Absent /Excused: None

Also Present: James Mielke – County Administrator (*in-person*), Justin Reynolds – County IT Director (*in-person*)

Public Comment: None

Previous Committee Meeting Minutes: Motion by Kemmel, 2nd by Boelk to approve the minutes of the August 4th, 2020 Committee meeting. All in favor, motion carried.

Meeting Per Diem(s): None

Department Continuous Improvement & Recognition:

Update: Center for Digital Government 2020 Digital Counties Survey

Reynolds shared Dodge County was recognized as a top Digital County Government that deploys innovative services and practices. The Center for Digital Government (CDG) and the National Association of Counties (NACo) identified counties across the U.S. leveraging technology and data to better serve citizens, save taxpayer money, and protect citizen data. Dodge County was ranked 6th in the County population category of up to 150,000. The County's progress recognized included ERP financial resource management, data governance, high-availability of services, cyber security, electronic voting system, responsive website, and digital courtrooms. Reynolds shared "Dodge County is dedicated to continuously improve by learning together across all County operations to meet the needs of our citizens." Mielke offered his congratulations to the Dodge County Information Technology team, and noted "the national recognition is a testament to the efforts and hard work of the team as they continue to research and implement technology improvements to meet and support the diverse programs and services provided by Dodge County". The IT Committee shared their appreciation for the IT Department and County Departments for this National recognition.

Recognition: Human Resources Informational Presentation Video Recording

Reynolds shared internal appreciation by employees and leadership regarding recording the recent McGrath 2020 Employee Compensation Study Presentation. The video recording provided social distancing, viewing convenience, and consistent information across the organization.

Information Technology Procurement Committee Approval Requests

Approval: for Purchase VoIP Voice Gateway for County Phone Service

Reynolds requested approval to purchase a new VoIP Voice Gateway for the County Phone Service to relocate the current 2017 Voice Gateway to the backup phone service location. Boelk inquired regarding alternative price comparisons, which Reynolds shared the IT Dept. requested and specified the voice gateway to meet the County's needs with VoIP System compatibility, call volume throughput, power redundancy, and reliability from the VoIP system contractor and reseller.

Review, Consider, Take Action: on Virtual Communication Enhancements Conference Rooms (*Routes to Recovery*)

Reynolds requested approval to purchase up-to \$50,000 of displays, speaker phones, and video conferencing cameras to enhance County Conference Rooms, utilizing the State of Wisconsin Routes-to-Recovery funds. Reynolds shared the non-budgeted purchase of video conferencing equipment directly matches the Routes-to-Recovery 3.14 Category that reference expenditures to enable public employees to perform work duties from home, including: additional licensing costs, subscriptions, or fees; device purchases or leases; IT contractor costs; and other unbudgeted expenditures that were necessarily incurred to accommodate telework by public employees during the public health emergency. Reynolds shared the displays will promote social distancing within Conference Rooms analyzing data driven decisions, and also visually connect to remote employees over video conferencing. Reynolds shared the speaker phones and video conferencing web cameras will also promote social distancing, minimize large gatherings, and connect to remote employees over the Internet or phone.

Review, Discuss, Take Action: on NIST Cyber Resilience & Risk Assessment (*Election Security Grant*)

Reynolds requested approval to participate in assessments provided by Department of Homeland Security (DHS) Cybersecurity Infrastructure Security Agency (CISA) for the State of Wisconsin Election Security Grant. Reynolds shared DHS-CISA can assist Dodge County with the required Cyber Resilience Review for the Election Security Grant that follows the National Institute of Standards and Technology (NIST) cyber security standards. Reynolds shared DHS-CISA also has other related assessments and resources that may aid in Dodge Co. cyber security posture.

Review, Discuss, Take Action: on IT Audit – Cybersecurity Tech Assessment Services (*Election Security Grant*)

Reynolds requested approval to contract with an Information Technology Auditing firm for an external, internal, and wireless cyber security assessments, utilizing a portion of the Dodge Co. recently awarded Election Security Grant funds of \$56,317.70. Reynolds shared multiple proposals from many cyber security assessment firms, which the price, deliverables, and timeframe varied. Reynolds shared the recommended firm is non-affiliated with IT security manufactures, provides only auditing services, and is familiar with County government. Reynolds shared the assessment will be completed in September or October, prior to the November 4th Election. Reynolds shared the assessments will review Dodge Co. Information Technology infrastructure and computers.

Approval: to submit funding requests for USAC Rural Health Care Program Funding Year 2021

Reynolds requested approval to submit funding request for USAC Rural Health Care Program Funding Year 2021 for Clearview Internet Services from July-2021 to June-2022, and also for Human Services 2021 Network Switch Replacements. Reynolds shared the funding program may provide up to 65% reimbursement of the total expense for the Internet Service and Network Switches.

Motion by Kemmel, 2nd by Burnett to approval the Information Technology Procurement Committee Approval Requests; including the purchase of the voice gateway, purchase of \$50,000 conference room equipment utilizing Routes-to-Recovery, participate in DHS-CISA assessments, contract with IT Auditing firm, and approval for submitting USAC funding requests. Majority in favor, Boelk abstained, motion carried.

Information Technology Strategic Action Steps:

Update on IT Budget Report – August 2020

Reynolds provided an executive one-page (Jan. to Aug) year-to-date available IT budget report, which showcased the IT Budget to be within target and expenditures for the time period.

Review, Consider, Take Action: IT Sept. 2020 Project Portfolio Roadmap

Reynolds shared the IT Sept. 2020 Project Portfolio Roadmap for the IT Committee awareness and approval. No action taken.

Review, Consider, Take Action: IT Sept. 2020 Contracts and Agreements for Legal Review

Reynolds shared the IT Sept. 2020 Contracts and Agreements for Legal Review. No action taken.

Review, Consider, Take Action: IT 2021 Budget Proposal

Reynolds shared the initial DRAFT IT 2021 Budget Proposal, and shared an executive high level preliminary summary. No action taken.

Discussion: County Board Meeting Recording – Executive Committee

Reynolds shared the Executive Committee discussed the potential of County Board Meeting Recordings during the August 3rd, 2020 Executive Committee meeting. Boelk and Guckenberger shared the City of Mayville and Oconomowoc Area School District meeting video recording procedures. Reynolds shared his experience and considerations regarding video recording and streaming of public meetings and gatherings. Reynolds shared the IT Department will continue to research Wisconsin Counties and Municipalities public meeting procedures, and share the data for the Executives Committee and IT Committee.

Information Technology Project Status Report:

Update on Information Technology Project Status Report

Reynolds shared updated on the ERP final approved milestones, Highway Survey, Website Refresh, Human Resources upgrades, LRP permitting discovery, AS400 migration discovery, and network services projects. Reynolds shared the latest website design concept with the IT Committee.

Future Agenda Items:

None

Next Meeting Date:

Tuesday, Oct. 6th 2020 at 5:30 p.m. – 1st Floor Multipurpose Room#1H & 1I Auditorium
IT Committee Meetings scheduled – 1st Tuesday of each month @ 5:30pm

Adjournment:

Motion by Boelk, 2nd by Burnett to adjourn the meeting at 7:05 p.m. All in favor, motion carried.

David Guckenberger, Chair

Oct. 6, 2020
Date

Tim Kemmel, Secretary

Oct. 6, 2020
Date

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Department Continuous Improvement & Recognition

- **Update:** Human Resources System Migration & Upgrade Complete
- **Update:** Cyber Security Awareness Month
 - *Passwords*
 - *Cyber Security @ Work & Home*
 - *Phishing*
 - *Social Engineering & Internet of Things*
- **Recognition:** Reeseville Highway Shop

Information Technology Strategic Action Steps

- **Discuss, Recommend:** Scope of Recording / Broadcasting Board Meetings – Executive Committee
- **Update:** on IT Budget YTD Availability Report – September 2020
 - *IT Maintenance (1530) \$84K Available*
 - *2019-2020 Carry-Over Funds \$75K (UPS & PA Upgrades)*
- **Review, Discuss, Take Action:** IT 2021 Budget Proposal
- **Review, Discuss, Take Action:** IT Sept. 2020 Project Portfolio Roadmap
- **Review, Discuss, Take Action:** IT Sept. 2020 Contracts and Agreements for Legal Review

Information Technology Procurement Committee Approval Requests

- **Approval:** for Purchase CR Server Hardware – 2020 IT Budget
 - *Server Hardware* = *\$18,332*
 - *Four Year Support* = *included*
 - *TOTAL* = *\$18,332*
 - ~~*Comparison Server Quote 3Year*~~ = ~~*\$25,629*~~
- **Approval:** for Purchase CR Cyber Scanning Engine – 2020 IT Budget
 - *Cyber Scanning Engine – 12-month* = *\$13,556.80*
 - *Install Services* = *\$ 6,240.00*
 - *TOTAL* = *\$19,796.80*

Information Technology Projects Status Reports

- Update on IT Cybersecurity Assessments
- Update on County Conference Room Enhancements
- Update on Communications Services Projects
 - *Website Refresh Project – Conceptual DRAFT Design – Nov. 5th through Dec. 7th*

- Update on Data Information Systems Projects
 - Human Resources – 8.1 Upgrades (flash end-of-life 12/2020) – COMPLETED
 - On-Time & Under Budget
 - Human Resources – Employee Self Enrollment Benefits Portal – target Oct 17th – IN-PROGRESS
 - AS400 Data Migration – DISCOVERY & Extending Hardware Warranty
The tentative phases discussed are:
 1. *Discovery* – COMPLETED
 2. *Interview w/ County Departments* – IN-PROGRESS
 - *FIN, HR, HWY, CLV, TRSR, HS, ROD, LRP*
 3. *Sample Data*
 - *List of File Types – last Modified*
 - *List of Users – last Login*
 - *Records Retention Policy – Permanent*
 - *Department Critical or Frequent Data Reports*
 - *Not Migrating Program Files*
 - *Export to Datasheets*
 4. *Legal Review*
 5. *Define Scope of Work*
 6. *Prioritize by Department & Data (Finance, Human Resources, Highway, Clearview, LRP)*
 7. *Copy & Verify Data (main focus)*
 8. *Consider future data exporting & reporting capabilities (as-needed)*
- Update on Network Infrastructure Projects
 - 2020 DR-Storage Refresh Project – MOVED
 - 2020 DR-Recovery Project – target Oct. Completion
 - DR-Site Internet & Voice Upgrade – IN-PROGRESS
 - Reeseville Internet Connection – COMPLETED
 - Email Migration Project – ON-GOING
 - MFA Pilot – DISCOVERY
 - External DNS – DISCOVERY
 - Cyber Assessments – IN-PROGRESS

CONSIDER: Future Agenda Items

Next Committee Meeting Tentative Dates:

Monday Nov. 2nd, 2020

Location: Room# 1H & 1I, First Floor, in the Dodge Co. Admin. Building 127 E. Oak St. Juneau, WI.

IT Committee Meetings schedule – 1st **Tuesday** of each month @ 5:30pm